

Resumes

What is the Purpose of a Resume?

- To get an interview.
- Structure the interview process.
- Remind the interviewer of you after you're gone.
- Basis for justifying the hiring decision to others.

What are the Absolute, Unbreakable Rules of Resume Writing?

There are **only** a few absolute rules in resume writing! Almost every rule you have ever heard can be broken, if you have a compelling reason.

- No typing errors.
- No misspellings.
- Do not tell a lie or mistruth.
- Do not include any negative information.

What About "Breakable Rules" of Resume Writing?

- While many high school student resumes are one page, you don't absolutely have to have a one-page resume, especially if you have good experience. Your resume should be long enough to establish what you have to offer, yet short enough to entice the reader to want to know more (interview).
- All important points should be introduced on the first page if your resume is more than one page.
- If the material on the second page of your resume fills less than half a page, it may be better to condense to one page.
- Your resume shouldn't be more than two pages, without a good reason.
- Your resume type size should be no smaller than 10-12 point. Eleven-point type is ideal.
- Include only relevant information on your resume.

Do I Need More than One Version of my Resume?

- You might if you are applying for jobs that are rather different from each other. You may want a version tailored to one type of job and a second version tailored to another kind of position.
- Your resume is always a work in progress. As you attain more experience, your resume will change.

If I've Never Done a Resume Before, How do I get Started?

- List 3 strengths you are proud of and give one example of each.
- Write a bumper sticker about yourself that reflect what you would want an employer to know about you.
- Identify 3 skills or characteristics desired in one of the fields you are considering.
- Make an inventory of your life's experiences.
- Think about the kinds of things that people come to you about for help and advice.
- Start with an outline of various headings (which are discussed just ahead).
- Without regard for wording, start listing everything you can think of for each heading. (As soon as you have something to work with you'll start to feel a sense of accomplishment.)

Categories that Must be Included on a Resume

- Name
- Address(es)
- Phone numbers

- Education
- Experience

Categories that Could be Included on a Resume

- Objective
- Licenses/Certifications
- Accomplishments/Achievements
- Transferable Skills
- Strengths
- Affiliations/Memberships
- Email address
- Public speaking
- Activities
- Hobbies/Interests

Categories that Should Never be Included on a Resume

- Height, weight, age, date of birth, place of birth, marital status, sex, race, health, social security number (except on an International Resume)
- Reasons for leaving previous job(s)
- Picture of yourself
- Salary Information
- The title "Resume"
- Religion, church affiliations, political affiliations

What are Transferable Skills, and What is Their Significance on a Resume?

- Skills obtained through ANY of the experiences in your life (including extracurricular activities, sports, and classroom experience) that can transfer and apply to the kind of job you want when you graduate.
- Portraying your experiences in terms of transferable skills is probably the MOST IMPORTANT aspect of your resume.
- Most high school college students could do a much better job of portraying their experiences in terms of transferable skills. Those who do so successfully will be most likely to get interviews.
- Read more at
 - http://www.quintcareers.com/transferable_skills_set.html

But What if I Have No Experience?

Identify transferable/applicable skills from these areas:

- Summer jobs
- Volunteer Work: school, church, club, not-for-profit organizations
- Research papers/projects
- Certification courses
- Extracurricular or sports leadership positions

Websites to help

<http://www.damngood.com/jobseekers/skills-adults.html>